

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 15

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 07/30/2013		2. CONTRACT NO. (If any) EP-W-11-010		6. SHIP TO:	
3. ORDER NO. 0032		4. REQUISITION/REFERENCE NO. PR-ORD-13-00894		a. NAME OF CONSIGNEE Darrin Dantin	
5. ISSUING OFFICE (Address correspondence to) HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460				b. STREET ADDRESS USEPA Enviro Effects Research Lab Gulf Ecology Division/ORD 1 Sabine Island Drive dantin.darrin@epa.gov	
				c. CITY Gulf Breeze	e. ZIP CODE 32561-5299
7. TO: (b)(4)				f. SHIP VIA	
a. NAME OF CONTRACTOR SRA International, Inc.				8. TYPE OF ORDER	
b. COMPANY NAME				<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY REFERENCE YOUR: Estimate dated: 6/10/2013 Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 4300 FAIR LAKES COURT (b)(4)				Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY FAIRFAX		e. STATE VA	f. ZIP CODE 220334232		

9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE OA/OP	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT Destination
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB					

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION Destination	b. ACCEPTANCE Destination			

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOCOR: Darrin Dantin Max Expire Date: 10/29/2013 Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME RTP Finance Center						\$146,326.00
b. STREET ADDRESS (or P.O. Box) US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive						\$146,326.00
c. CITY Durham				d. STATE NC	e. ZIP CODE 27711	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)		23. NAME (Typed) Kathryn Barton TITLE: CONTRACTING/ORDERING OFFICER	
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

07/30/2013

EP-W-11-010

0032

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Admin Office: HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460</p> <p>Accounting Info: 12-13-C-26XQ000-301FK8XPW-25C1--26A5E-1326XQ E022-001 BFY; 12 EFY: 13 Fund: C Budget Org: 26XQ000 Program (PRC): 301FK8XPW Budget (BOC): 25C1 Cost: 26A5E DCN - Line ID: 1326XQE022-001 Period of Performance: 07/30/2013 to 10/29/2014</p> <p>Community Engagement for Sustainability Workshops in accordance with the attached Statement of Work and the contractor's proposal dated June 10, 2013.</p> <p>Estimated Cost: \$(b)(4) Fixed Fee: \$(b)(4) Total Cost Plus Fixed Fee: \$146,326.00</p> <p>The obligated amount of award: \$146,326.00. The total for this award is shown in box 17(i).</p>				146,326.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$146,326.00

Statement of Work
Contract Number: EP-W-11-009/EP-W-11-010/EP-W-11-011
RFO Number: 0032

I. TITLE: Community Engagement for Sustainability Workshops

II. PERIOD OF PERFORMANCE:

From: Date of Award

To: (15 months from date of award)

III. BACKGROUND:

The goal of this EPA research task is to develop and demonstrate approaches, datasets, and tools based on the best available science that inform communities about the sustainability of their decisions. During a series of community workshops held around the United States in early 2011, EPA's Office of Research and Development (ORD) asked a diverse group of representatives from seven different communities around the country what sustainability-related activities they are invested in, what barriers they face to becoming sustainable, and what EPA could do to assist them in their sustainable community efforts. One of the common needs was having better tools to assess community sustainability based on local values and goals. As the new Sustainable and Healthy Communities Research Program was developed and implemented beginning in October 2011, ORD established a research opportunity for collaboration between EPA Regional Offices and ORD researchers, and announced a competition to select projects to address community needs beginning in 2012. The project to be undertaken through this SOW responds to the stated need of providing tools with which communities can assess and better direct their work toward greater sustainability.

A number of measures of sustainability are available to professionals and elected officials working to plan for and support community development. These range from individual measures of vehicle miles traveled to changes in specific water quality parameters to community economic status, canopy cover, etc. Being able to track the changes in individual measures is helpful, but does not provide a complete picture. As a result, making well-informed decisions that enable communities to plot their course to better economic, social and environmental outcomes is a daunting challenge. This EPA community-based research project is designed to provide a more integrated approach to measuring sustainability based on community "type" and local goals. The "types" (to be detailed later) reflect the variety of communities expressed as combinations of economic base, available environmental resources, size and other elements of data.

The project consists of: (1) a series of contractor-assisted workshops set in different types of communities held in the South, East, and Midwest through which we will gather data and use it to establish our sustainability indicators and (2) an analytical process that will provide communities with a method to assess their current sustainability status and an indication of how choosing among a set of options will help them move toward greater sustainability. Soon after the completion of each workshop, communities will receive an analysis of their current status

based on values, priorities and goals expressed during their workshop, which can serve as a benchmark for use in further planning and prioritization of projects.

Over the longer term (3-5 years), the community input from workshops will support EPA's development of decision tools (not included in this task order) that will envision how making different decisions would move a community toward/away from the more sustainable (economic, environmental and/or social) future it seeks. For example, after identifying their values and current status, they might input various decision options or actions such as: investing more in green infrastructure, extending sewer lines outside their current range, building more energy efficient buildings, adopting a more compact approach to development, etc., into the tool. The resulting graphic or score would indicate their current sustainability status vs. their status if the decision was made one way or another. It is similar to the scenario planning approach frequently used by planning organizations, but is not limited to land use options that comprise the more typical analyses.

The overall timetable for the project is listed below. Dates are estimates and subject to change depending on award date.

- June – July 2013 – a contractor will be selected to provide workshop facilitation support
- July – August 2013 – data and information will be organized for each of the target communities; Pre-workshop planning
- Sept. 2013 – April 2014 – workshops will be held in five communities across the country
- June – July 2014 – Data analysis and final report draft prepared
- August 2014 – project completed and final report drafted

IV. PURPOSE AND OBJECTIVE:

Contractor shall provide support for facilitated workshops in five communities over the duration of the project.

The purpose of each workshop will be to identify and structure stakeholder objectives (see for example Gregory and Keeney 2002) toward defining a long-term vision for their community and developing a strategic plan to achieve it sustainably. Objectives will reflect what stakeholders value or what effect is desired for their community (Keeney 1992). Ideally, principles and tools of decision analysis or structured decision-making will be used to elicit and structure objectives from stakeholders and/or decision-makers in a way that is practical and useful for evaluating decisions and identifying new alternatives and decision opportunities (Merrick et al. 2005).

Stakeholders will be engaged in a facilitated discussion to develop a list of community values, objectives and concerns about sustainability-related goals and identify how best to address them. The stakeholder values will be organized into a hierarchy of objectives. These products will then be used to prioritize the goals of stakeholders and generate new decision alternatives beyond those currently under consideration.

Four steps will be used to construct and organize the preferences and beliefs of stakeholders (see Attachment A for example agenda). The **first** will be to identify the fundamental objectives that represent what stakeholders care about. These fundamental objectives will be defined and structured into an objectives hierarchy. During the workshop, decision analysis techniques (such as means-ends networks) will be used with stakeholders to identify their fundamental objectives, and differentiate these from "means" objectives, which are intermediate steps toward achieving what the stakeholders fundamentally value. The **second** step, prioritizing objectives, will allow stakeholders to think through the implications of changes to their values and prioritize their importance. The fundamental objectives hierarchy will be used in this activity. In the **third** step, decision alternatives to achieve the objectives will be identified. The **fourth** step is to identify or develop performance/evaluation measures for the objectives at the conclusion of the workshop. Due to likely time limitations during the workshop, these will be derived from an existing EPA database of sustainability metrics following the workshop.

Reports from each workshop shall capture discussions and results of the entire process and approach. Soon after the completion of each workshop, EPA will conduct an analysis to be included in each report of each community's current status relative to sustainability goals based on values, priorities and goals expressed during their workshop, which can serve as a benchmark for use in further planning and prioritization of sustainability-related projects.

V. QUALITY ASSURANCE (QA) REQUIREMENTS

Check [☒] Yes if the following is required or [☐] NO if the following is not required.

The Contractor shall submit with their technical proposal a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models.

Data Acceptance Criteria:

Workshop data will be considered acceptable if it is derived from facilitated discussions and documented during the workshop. Documentation may include workbooks, activities, forms, flip charts, audio recording, digital photographs, activities, etc. captured during the workshop. A workshop organizer and analyst will be on hand to check for inconsistencies and ensure that the products being developed are valid.

Quality Objective:

To meet data quality objectives, each workshop shall have a minimum number of 15 (smaller communities may have less than 15, with Task Order Project Officer (TOPO) approval) and a maximum number of 50 participants depending on location. Workshop data must reflect stakeholder discussions. All issues, viewpoints and concerns from individuals will be captured and included in the products from the workshop. Addressing and discussing issues will be a critical element of the workshop and the analysts and facilitators in attendance will make every effort to assist community participants in identifying and clarifying what **community members** think is important for their community.

VI. TASKS :

Task 1: Preworkshop Planning and Organization (II.B Technical Assistance, pp. 1-17)

Prior to each workshop:

The contractor shall review workshop information provided by EPA and assist EPA TOPO in developing all workshop materials, including but not limited to, the list of participants (estimated between 15 to 50) for each community workshop, the workshop invitation, the workshop agenda, participant activities and workbooks (see Attachment B), and each workshop presentation, as directed by EPA TOPO.

The contractor shall participate in up to two pre-workshop teleconferences with EPA staff and local community representatives to discuss and understand community issues, activities, facility characteristics and needs, availability of telecon/Videocon connections, flipcharts and other materials, participant lists, and agenda structure.

The contractor shall review workshop participant lists provided by EPA staff, and provide feedback and assistance in identifying and securing potential workshop participants, ensuring the broadest possible representation.

Workshop invitation (broadest possible representation) suggestions shall be discussed and finalized at least one month prior to the workshop for review by the TOPO. List of workshop participants will be checked and attendance will be verified and reported to TOPO or designee 5 days before workshop.

The contractor shall assist EPA in developing and refining the workshop agenda, in particular selecting defensible, decision-analytic methods for identifying and structuring objectives, developing the prioritization, identifying decision alternatives, and facilitating discussion.

Upon TOPO authorization, the contractor shall prepare all handout and presentation materials, including organization and transport of informational materials for the workshop. Software applications such as Word, Excel, PowerPoint and Access shall be used for handouts and presentation materials unless the information is web-based (then it must be compatible with Internet Explorer 7 and 8). All workshop materials shall be in plain language and avoid use of jargon.

Presentation/Handout materials for the workshop shall be submitted at least two weeks before the workshop for review by the TOPO. The TOPO shall provide review comments to the contractor within 5 business days. The contractor shall adjust this schedule as needed in order to meet the workshop deadlines.

Task 2 Delivery of Five Community Workshops (II.B Technical Assistance, pp. 1-17)

There will be five community workshops in differing locations (see schedule of deliverables table). Detailed budget estimates shall be provided for each workshop. The communities selected

by EPA will represent a cross-section of community types that vary in land-use, development, and stages in their decision process. Each workshop will be facilitated by the contractor and notes will be taken by the contractor to capture priority items to that particular community. Contractors will be briefed by EPA staff through a series of conference calls before the community workshop. The contractor shall conduct facilitated workshop discussions within agreed-upon parameters based on meetings and conference calls with EPA staff and TOPO. The contractor will assist EPA in providing data and information that will be disseminated to the participants at least 30 days prior to each workshop. An EPA representative will open each workshop either in person or by teleconference link, to provide an overview, and then turn the workshop over to contractor personnel for facilitated discussions.

The initial workshop will be conducted in Pascagoula/Moss Point, MS (approximately 2 months after award) as guidance to contractor and to make adjustments in preparation, workshop materials, and approach for future workshops. The schedule of deliverables in the table in Section VII is our best estimate for the sequence of workshops. However, the order may be subject to change based on community participation and interactions with EPA Regions.

Candidate communities will be ones that already have a working relationship with one of the EPA Regional offices or have a relationship with EPA Office of Research and Development scientists that have begun the process of examining their community's sustainability. The target is for pre-workshop data acquisition to begin in FY13 for all communities with a target date for the first community workshop (Pascagoula/Moss Point, MS) approximately 2 months after award of contract in 2013. Workshops in communities two through five will be tentatively scheduled for four, six, eight, and ten months after award of contract.

One to five half-day follow-up activities involving smaller secondary workshops or webinars may be held (optional), but are dependent on cost and need. Cost estimates shall include the optional cost of the follow-up workshop, but contractors shall not proceed without technical direction. Follow-up activities would not require revision to post-workshop reports or to the final report.

The contractor shall be informed of the dates and locations of the first two workshops as soon as possible after award of contract, but no later than July 31, 2013. Dates and locations of other workshops will be confirmed at least 2 months prior to each workshop. For proposal purposes and travel estimates, EPA is considering workshops in the locations and approximate schedule in the Table.

Contractor shall review any pre-workshop assessments by EPA to identify, construct and organize stakeholder preferences, beliefs, and values, and apply the information as appropriate to facilitate workshop discussions. Stakeholder values will be elicited using facilitated workshop discussions/tools to develop a focused list of objectives representing the fundamental concerns in the community (Attachment B), along with stakeholder perceptions of the means of achieving them, in particular, stakeholder values with environmental, economic, and social well-being implications. The contractor shall help organize and finalize pre-workshop materials, be primarily responsible for organization and implementation of the workshops, and analyze and

disseminate workshop results to all partners (e.g. workshop attendees, other EPA staff as designated by TOPO, local decision makers, and others identified by EPA TOPO).

For the initial workshop in Pascagoula/Moss Point, MS, contractor shall plan for an additional day before workshop begins to meet with EPA staff to develop and refine final agenda, review/adjust site logistics, etc. This first workshop will pilot and refine the approach for the remaining workshops.

For each workshop, a post-workshop summary report shall be compiled from workshop notes and shall be delivered to EPA TOPO. EPA TOPO will provide guidance and will discuss report format with contractor. Additionally, the Contractor shall develop a final report that summarizes the findings across all five workshops and identifies similarities and differences across communities in their objectives, decision alternatives, and identified performance metrics (Task 3). Contractor shall provide the TOPO with both electronic and hard copy versions of contract deliverables (e.g. flip charts, notes). Final deliverables shall incorporate all TOPO comments.

During each workshop the Contractor shall:

1. Facilitate discussions to identify and achieve consensus on the fundamental objectives that represent what stakeholders care about. Participants will initially identify their values in individual activities workbooks (see Attachment B for example) and then begin to consolidate objectives through facilitated group discussions. Fundamental objectives will be defined and structured into an objectives hierarchy. Principles and tools of decision analysis will be used to identify means-ends relationships with stakeholders to ensure that the fundamental objectives are "end" objectives and not "means" objectives.
2. Facilitate workshop participants to prioritize objectives; this will allow stakeholders to think through the implications of changes to their values and prioritize their importance. The fundamental objectives hierarchy will be used in this activity.
3. Identify and investigate alternatives to achieve the objectives through facilitated discussions with workshop participants.
4. Assist workshop participants through facilitated discussions to begin to identify possible performance/evaluation measures for the objectives during the workshop. Due to likely time limitations during the workshop, the contractor shall derive these primarily or entirely from an existing EPA database of sustainability metrics following the workshop. Reports from each workshop shall capture discussions and results of the entire process and approach.

Outline of workshop structure:

- EPA representative will provide brief overview of EPA's goals and objectives for community sustainability and why this workshop is important for this community and for other communities.
- EPA representative introduces Contract Facilitator.
- Contractor will introduce staff and roles, then speak about workshop format and rules, and what to expect.

- Contractor staff conducts facilitated workshop, captures discussions, and builds information and data to fulfill workshops purpose and objectives (see above).
- Contractor on-site representative, EPA on-site representative and TOPO or alternate have end-of-workshop debriefing.

Task 3 Develop Final Project Report (II.B Technical Assistance, pp. 1-17)

The Contractor shall develop a final report that introduces the workshop communities, outlines attributes of each community, describes the workshop process and provides definitions and terms used in each workshop. In addition, the Final Report shall summarize similarities and differences observed in essential elements of workshop outcomes (objective hierarchy, means-ends network, prioritization, measures of sustainability) between the five communities. In addition this report should include comparisons of the communities with regards to demographics, economic dependencies, available natural resources, and measures of sustainability and human well being. EPA will work with the contractor to calculate the Human Well-Being Index and community classification. The exact format and length of the final report has not yet been established, but shall summarize and present previous workshop findings and data, in addition to the comparisons between communities and will be established through discussion between the contractor and the EPA TOPO.

ADDITIONAL INSTRUCTIONS / REQUIREMENTS

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

The contractor shall immediately notify the EPA Contracting Officer, Project Officer and Task Order Manager of any anticipated event involving support for a meeting, conference, workshop, symposium, retreat, seminar or training that may potentially incur \$23,000.00 or more in cost during performance (in accordance with OMB directives regarding conference spending which would require submission of EPA Form 5170). Workshop expenses are all direct and indirect costs paid by the government and include any associated contractor travel and per diem expenses, room charges for official business, audiovisual use, ground transportation and other expenses as defined by the Federal Travel Regulations. All outlays for workshop preparation should be included, but the federal employee time for workshop preparation should not be included. After notifying EPA of the potential to reach this threshold, the Contractor shall not proceed with the task(s) until authorized to do so by the Contracting Officer.

Contractor shall provide own location and office equipment and supplies (computers, printers, internet connection, video conferencing equipment, etc.) for conducting pre-assessment work, community data collection, pre-workshop organization, and post-workshop report development.

VII DELIVERABLES

The contractor shall provide the following specific deliverables to the EPA TOPO:

Task	Item	Target completion dates
1	Pre-workshop Planning and Organization	
1a	Develop all workshop materials as directed by EPA TOPO <ul style="list-style-type: none"> - Finalize list of participants and send out invitations - Prepare agenda - Participant activities and workbook (Appx. B) - Presentation/Handout materials - Copies of final versions all materials shall be prepared for delivery to workshop location. 	28 days prior to each workshop 14 days prior to each workshop 14 days prior to each workshop 14 days prior to each workshop 14 days prior to each workshop
1b	Pre-workshop communications <ul style="list-style-type: none"> - Participate in up to two pre-workshop teleconferences with EPA staff and community representatives - Review workshop participant lists provided by EPA and provide feedback and assistance in identifying potential workshop participants to ensure broadest possible representation - Assist EPA in developing and refining workshop agenda, in particular selecting defensible, decision-analytic methods for identifying and structuring objectives, developing the prioritization, identifying decision alternatives, and facilitating discussion. - List of workshop participants will be checked and attendance verified and reported to TOPO 	14 days prior to each workshop 28 days prior to each workshop 7 days prior to each workshop 5 days prior to each workshop
1c	Delivery of workshop materials <ul style="list-style-type: none"> - Following TOPO authorization, prepare all handout and presentation materials, including organization for transport plans for workshop. Minimum quantity should equal number of confirmed attendees +10% additional. 	5 days prior to each workshop
2	Delivery of Five Community Workshops	
2a	Conduct Workshops <ul style="list-style-type: none"> - Facilitate workshops according to plans developed in Task 1 - Record notes to capture priority items for each community - Locations and Anticipated Timeline 	July 2013 to May 2014

	1) Moss Point / Pascagoula, MS <i>NOTE: plan for additional day prior to first workshop</i> 2) Thomasville, NC 3) Woodbine, IA 4) Springfield, MA 5) Newark, NJ	2 months after award 4 months after award 6 months after award 8 months after award 10 months after award
2b	Post-workshop summary reports - Compile all material from each workshop and prepare for summarizing and delivery to EPA. - Draft report due for review to TOPO - Final report for each workshop	7 days after workshop 15 days after workshop 15 days after receiving comments from TOPO
2c	Follow-up workshops (if necessary)	TBD after each workshop
3	Final Report	
3a	Develop a final report draft that includes, at minimum, the following: - Introduce the workshop communities - Outline attributes of each community - Describe the workshop process and provide definitions and terms used in each workshop - Summarize similarities and differences observed in essential elements of workshop outcomes (objective hierarchy, means-ends network, prioritization, measures of sustainability) between the five communities - Comparison of the communities with regards to demographics, economic dependencies, available natural resources, and measures of sustainability and human well being	45 days after final workshop
3c	Final Report Complete	30 days after receipt of comments from EPA

All software application files shall conform to the requirements relating to accessibility as detailed to the 1998 amendments to the Rehabilitation Act, particularly, but not limited to, § 1194.21 Software applications and operating systems. Accordingly, all documents shall be submitted in Microsoft Office 2007 or higher, both Microsoft Word and Microsoft Excel. Documents may also be submitted in Adobe Acrobat, version 9 or higher.

Data shall be provided electronically in MS Excel and written report in MS Word.

REFERENCES:

- Gregory, R. and R. L. Keeney. 1994. Creating policy alternatives using stakeholder values. *Management Science* 40:1035-1048.
- Gregory, R. S. and R. L. Keeney. 2002. Making smarter environmental management decisions. *JAWRA Journal of the American Water Resources Association* 38:1601-1612.
- Keeney, R. L. 1992. *Value-Focused Thinking: A Path to Creative Decisionmaking*. Harvard University Press.
- Gregory, R. and K. Wellman. 2001. Bringing stakeholder values into environmental policy choices: a community-based estuary case study. *Ecological Economics* 39:37-52.
- Merrick, J., G. Parnell, J. Barnett, and M. Garcia. 2005. A multiple-objective decision analysis of stakeholder values to identify watershed improvement needs. *Decision Anal* 2:44-57.

Attachment A: Example Agenda –
Developing Indicators of Sustainability in Thomasville, NC

8:00 AM – Sign in and Getting Settled

8:15 AM – Welcome by Local Leader, Introductions Around the Room

8:30 Background presentations on what is sustainability, indicators of sustainability, this project; and overview of the process; community questions?

9:15AM – Individuals work to identify their priorities for the community

9:45 AM – Small groups form to consolidate individual objectives

10:45AM – Break

11:00AM – Breakout Groups come together to report out everyone on All Objectives

12:00PM – Lunch

1:00PM – Continued whole group discussion of objectives; Hierarchy; consensus

2:30PM – Ranking of priorities from objectives list

3:15PM – Break

3:30PM – Discussion of Decision Options

4:30 – Review of day's effort, comments, expected next steps, including post-workshop identification of performance measures

5:00PM – Workshop evaluation

Attachment B: Example activities workbook for objectives and values

This activity is designed to help participants identify important aspects and goals for their community. Please follow the steps and write your answers on the paper provided. After everyone is done, we will discuss results in small table groups and then report out to the whole workshop. If you have any questions, please ask one of the moderators.

1. Think about what is important to you, and the people you represent, for the present and future of your community. Write down any issues that seem important to address. They could range from small to large, but are important to the community. For example:
 - a. Compose a wish list – Write a list of things you would like to see this community do/become or that you want to have available in your community that would improve the quality of life for you and others. Perhaps a theater, greenways, better schools, more jobs, etc.
 - b. Think about what you would like to avoid most? Make a list of those things.
 - c. Consider a decision, real or imagined, in your community that you would favor or disfavor. Ask yourself: What's so good or bad about it? How would you justify your opinion to someone else?
2. Convert your concerns to objectives by writing them more succinctly. Objectives are typically a short phrase consisting of a verb and an object, such as "minimize cost" or "increase wealth." (Example: Increase high speed internet access or improve access to fresh goods.) Express all of the issues you noted in Step 1 as objectives.
3. To help you think about additional objectives, consider the following generic categories and write down any additional objectives that might fulfill or better define what is important to you in each of these categories.
 - a. Environment
 - b. Economics
 - c. Public health
 - d. Social well-being
 - e. International or national prestige
 - f. Learning
 - g. Short-term objectives
 - h. Long-term objectives
4. Below is a list of objectives which came from some of your local planning documents. Please check the ones you have already listed and place an X next to ones that are very important to you but you did not include on your previous list. You may want to add them to your list, or just remember to identify them during the discussion if they are appropriate.
 - a. Maximize green space
 - b. Minimize management costs....

c. ...

5. Consider differences and similarities between your community and other communities in your region or nationally. How similar would you consider the issues, goals, and decisions facing your community with these other communities? Write down any additional objectives you may have thought of by considering what you like or dislike about other communities.

Community EPA will fill in appropriate community names or "types"	Very different	Different	Don't know	Similar	Very similar
Use an example of one that is similar to the workshop community					x
Local counties/cities Use an example that is quite different from the workshop community		x			
National counties/cities Provide the name of a community that is outside the region and is very similar to the workshop community				x	
Provide the name of a community that is outside the region and is very different from the workshop community	x				

6. Take the objectives you have identified in the previous steps, and if you wish, put them in categories (for example, environment, social, housing, business, education, etc.,) if it helps to organize your thoughts. You will use this list as a reference during group discussions to follow; the other pages will be turned in to the moderator.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD		7. ADMINISTERED BY (If other than Item 6) CODE	
HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA International, Inc. Attn: (b)(4) 4300 FAIR LAKES COURT (b)(4) FAIRFAX VA 220334232		9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 9C. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-010 0032 10B. DATED (SEE ITEM 13) 07/30/2013	
CODE (b)(4)		FACILITY CODE		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS	

☐ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
X	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☒ is not, ☐ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Darrin Dantin Max Expire Date: 10/29/2014

The purpose of this modification is to:

- (1) Attach contract administration information to the task order contract; and
- (2) Correct the max expiration date from 10/29/2013 to 10/29/2014.

LIST OF CHANGES:
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kathryn Barton	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	16C. DATE SIGNED

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-11-010/0032/001PAGE OF
2 3NAME OF OFFEROR OR CONTRACTOR
SRA International, Inc.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Reason for Modification : Other Administrative Action Total Amount for this Modification: \$0.00 New Total Amount for this Version: \$0.00 New Total Amount for this Award: \$146,326.00 Maximum Potential Expiration Date changed to : 10/29/2014 Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center Mail Drop D143-02 109 TW Alexander Drive Durham NC 27711 Period of Performance: 07/30/2013 to 10/29/2014				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
				1 2	
2. AMENDMENT/MODIFICATION NO. 002		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO. PR-ORD-13-00894	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE		5. PROJECT NO. (If applicable)	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA International, Inc. Attn: (b)(4) 4300 FAIR LAKES COURT (b)(4) FAIRFAX VA 220334232		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		X		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-010 0032	
				10B. DATED (SEE ITEM 13) 07/30/2013	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-2 - Changes - Cost-Reimbursement (AUG 1987) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Darrin Dantin Max Expire Date: 12/31/2014

The purpose of this modification is to extend the period of performance end date from 29 October 2014 to 31 December 2014 at no additional cost to the government.

LIST OF CHANGES:

New Invoice Address:

RTP Finance Center

US Environmental Protection Agency

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jennifer Kuhn	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16C. DATE SIGNED 09/30/2014	ELECTRONIC SIGNATURE

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
EP-W-11-010/0032/002PAGE OF
2 2NAME OF OFFEROR OR CONTRACTOR
SRA International, Inc.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period Of Performance End Date changed from 2014-10-29 to 2014-12-31 New Total Amount for this Version: \$146,326.00 New Total Amount for this Award: \$146,326.00</p> <p>Maximum Potential Expiration Date changed to : 12/31/2014</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 End Date changed from 2014-10-29 to 2014-12-31 Period of Performance: 07/30/2013 to 12/31/2014</p>				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 2		
2. AMENDMENT/MODIFICATION NO. 003		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		6. CODE HPOD		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA International, Inc. Attn: (b)(4) 4300 FAIR LAKES COURT (b)(4) FAIRFAX VA 220334232				(x)		9A. AMENDMENT OF SOLICITATION NO.	
						9B. DATED (SEE ITEM 11)	
				x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-010 0032	
						10B. DATED (SEE ITEM 13) 07/30/2013	
CODE (b)(4)		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- ☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 52.243-2 - Changes - Cost-Reimbursement (AUG 1987) Alternate I (APR 1984)
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

TOPO: Darrin Dantin Max Expire Date: 12/31/2014

The purpose of this modification is to extend the period of performance end date from 31 December 2014 to 31 March 2015 at no additional cost to the government.

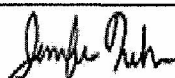
LIST OF CHANGES:

Period Of Performance End Date changed from 2014-12-31 to 2015-03-31

CHANGES FOR LINE ITEM NUMBER: 1

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jennifer Kuhn	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	11 	16C. DATE SIGNED 12/29/2014

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	EP-W-11-010/0032/003	2	2

NAME OF OFFEROR OR CONTRACTOR
SRA International, Inc.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	End Date changed from 2014-12-31 to 2015-03-31 Period of Performance: 07/30/2013 to 03/31/2015 Delivery Location Code: NHEERL - GED NHEERL - GED US Environmental Protection Agency National Health and Environmental Effects Research Lab 1 Sabine Island Drive Gulf Breeze FL 32561 USA				

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 2	
2. AMENDMENT/MODIFICATION NO. 004		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HPOD US Environmental Protection Agency Headquarters Procurement Operations Ariel Rios Building 1200 Pennsylvania Avenue, NW Washington DC 20460		7. ADMINISTERED BY (If other than Item 6) CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) SRA International, Inc. Attn: (b)(4) 4300 FAIR LAKES COURT (b)(4) FAIRFAX VA 220334232		(x)		9A. AMENDMENT OF SOLICITATION NO.	
				9B. DATED (SEE ITEM 11)	
		x		10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-11-010 0032	
				10B. DATED (SEE ITEM 13) 07/30/2013	
CODE (b)(4)		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required) Net Decrease: -\$276.50
See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
X	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: Deobligation of excess funds FAR 52.232-22
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: (b)(4)

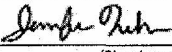
TOCOR: Darrin Dantin Max Expire Date: 12/31/2014

The purpose of this modification is to deobligate excess funds in the amount of \$276.50 from this task order. All other terms and conditions remain unchanged.

LIST OF CHANGES:

Reason for Modification : Funding Only Action
Total Amount for this Modification: -\$276.50
New Total Amount for this Version: \$146,049.50
Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Jennifer Kuhn	
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 07/23/2015

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED EP-W-11-010/0032/004	PAGE OF 2 2
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NAME OF OFFEROR OR CONTRACTOR
SRA International, Inc.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>New Total Amount for this Award: \$146,049.50 Obligated Amount for this Modification: -\$276.50 New Total Obligated Amount for this Award: \$146,049.50</p> <p>CHANGES FOR LINE ITEM NUMBER: 1 Total Amount changed from \$146,326.00 to \$146,049.50 Obligated Amount for this modification: -\$276.50</p> <p>CHANGES FOR DELIVERY LOCATION: NHEERL - GED Amount changed from \$146,326.00 to \$146,049.50</p> <p>CHANGES FOR ACCOUNTING CODE: 12-13-C-26XQ000-301FK8XPW-25C1--26A5E-1326XQE022-001 Amount changed from \$146,326.00 to \$146,049.50</p> <p>Period of Performance: 07/30/2013 to 03/31/2015 Delivery Location Code: NHEERL - GED NHEERL - GED US Environmental Protection Agency National Health and Environmental Effects Research Lab 1 Sabine Island Drive Gulf Breeze FL 32561 USA</p>				